



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF PERSONNEL MANAGEMENT

State Payroll Systems
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MEMORANDUM

TO: AASIS Participating Agencies (Users and Service Bureau Agencies)

FROM: Vicki Mills
DFA State Payroll Systems Manager

SUBJECT: **Pay Cycle 2-2015 (01/04/2015 – 01/17/2015) – Martin Luther King Jr. Day**

DATE: January 12, 2015

Pay Cycle 2-2015 (01/04/2015 – 01/17/2015)

The payroll process for pay cycle 2-2015 will run Sunday night, January 18, 2015.

All agencies (Service Bureau and User Agencies) must submit master data changes to be keyed by this office no later than noon on Wednesday, January 14, 2015.

Service Bureau Agencies must submit Time Sheets and Employee Request for Leave for the first week of the pay cycle no later than Monday, January 12, 2015. Time Sheets, Employee Request for Leave and all Lump Sum Payouts for the second week of the pay cycle must be submitted by close of business, Tuesday, January 13, 2015.

It is very important that agencies run Time Evaluation only up to and including Sunday, January 18, 2015. **DO NOT** process Time Evaluation with a date greater than January 18, 2015. If Time Evaluation is processed with a date greater than January 18, 2015, contact OPM Payroll immediately.

It is the responsibility of the agency to run all time processes and subsequent reports prior to the statewide payroll being processed on Sunday night, January 18, 2015.

AASIS will be open Monday, January 19th for corrections. Tip upload program will run at 10:30 a.m. on Tuesday, January 20th.

Second Day Processes will commence on Tuesday, January 20th at noon. All updates and corrections must be completed by this time.

Thank you for your cooperation.